



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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Instruction Memorandum **No. CA-2005-020**
Expires: 9/30/06

To: CDD District Manager, All Field Managers
(*Attention – District/Regional and Field Office FMO's*)

From: DSD, Support Services

Subject: California Fire Program NFPORS Coordination

DD: 3/1/05

This Instruction Memorandum issues the new roles and responsibilities associated with managing the National Fire Plan Operations and Reporting System (NFPORS) for California BLM. The accuracy and maintenance of this system influences out-year planning and budget allocation. NFPORS is accessed by the National Office, the Department of the Interior, the Wildfire Leadership Council (WFLC), and the administration, to track accomplishments and project status.

To develop a more effective management and tracking process for the NFPORS system, a state technical specialist has been assigned. Gary Zack from the Susanville Interagency Dispatch Center will serve as this lead. Gary will provide quality control and technical oversight for all components of the NFPORS program including: Hazardous Fuels, Community Assistance, Rural Fire Assistance, Rehabilitation and Restoration, and Non-National Fire Plan accomplishments and reporting. Each field office is responsible for entering and tracking projects, treatments, and activities into NFPORS. This includes maintaining updated and accurate information. Craig Barnes, the State Fuels Specialist will still serve as the State NFPORS Coordinator and provide statewide oversight and guidance.

Please see the attachment for a more detailed list of the NFPORS roles and responsibilities at all levels of our organization. By **March 1, 2005** each Field Office needs to provide Gary Zack the name of its Field Office NFPORS coordinator.

If you have any questions, please contact Ed Wehking, State FMO at 916-978-4431, Craig Barnes, State Fuels Specialist at 916-978-4433, or Miriam Morrill, State Fire Mitigation Specialist at 916-978-4436.

Signed by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

California BLM NFPORS Roles and Responsibilities

Roles and Responsibilities State Office

- Selects the approved plan of work for submission to the National Office by April 15.
- Monitors quality assurance for state wide program, tracks statewide accomplishments (ongoing).
- Manages data entry, and quality assurance for Community Assistance Grants (ongoing).
- Provides oversight & guidance for NFPORS, and maintains a communication link to the national office and the field (ongoing).

Roles and Responsibilities Field Office

- Enter projects, treatments, activities into NFPORS (Fuels, Mitigation, RFA, and Rehabilitation) by April 1 of each year.
- Corrects errors monthly (Quality Assurance portal).
- Enter accomplishments and changes within 5 days of completion or change.
- Provides a list of all projects prioritized to the S.O. by April 1.
- Identify a Field Office NFPORS contact.

Role of Gary Zack:

Responsibilities:

Quality control and technical oversight for all components of the NFPORS program including: Hazardous Fuels, Community Assistance, Rural Fire Assistance, Rehabilitation and Restoration, and Non-National Fire Plan accomplishments and reporting.

Duties:

1. Assigns project codes to each of the field offices for NFPORS projects
2. Provides quarterly reports and summary of issues or problems prior to the national reporting dates (Jan-12, April 13, July 13, and Oct 13).
3. Provides feed back to the field office on difficulties or corrections that need to be made in their NFPORS database.
4. Provides the state leads timely information on the overall status of the statewide NFPORS database and identify any problems or difficulties which may need further attention.
5. Coordinates all special data request, and queries from the national office or the department.
6. Ensures that quality assurance is maintained at acceptable levels.
7. Tracks NFPORS targets and accomplishments with MIS data to ensure that both reporting systems are consistent.
8. Provides technical assistance to all the field offices state wide.
9. Provides state wide NFPORS training to field Office uses.
10. Coordinates with the National NFPORS Coordinator on technical issues.
11. Understands the RAMS program and the crossover to the *fuels rollup spreadsheet* and NFPORS entries.